

# Southern Tioga School District-Clearance Instructions for VOLUNTEERS

**All Volunteers MUST:** obtain and provide PA State Police Criminal History Background (Act 34), PA Department of Welfare Child Abuse History Clearances (Act 151), Federal Criminal History Act 114 OR a Volunteer Sworn Affidavit), and a PA Mandated Child Abuse Reporter Certificate. Forms are available at the web sites below, or can be obtained at the Boyanowski Administration Building or [www.southerntioga.org](http://www.southerntioga.org) under employment opportunities.

1. Fill out the VOLUNTEER INFORMATION and APPROVAL FORM found in this Volunteer Manual or on the District Website [www.southerntioga.org](http://www.southerntioga.org). **This form should be submitted to the Principal of your child's school.**
2. Obtain a TB test (less than 3 months old) from your family physician or other medical provider **OR** a statement from your physician that you are at low risk or free of communicable TB. This is done at your own cost and is your responsibility to provide proof of the TB screening to the District.
3. Receive Principal's approval to volunteer in any capacity each school year.
4. **SIGN-IN** at the school office when volunteering, and secure a visitor's badge, volunteers will be given a defined badge if working in the school during school hours. When you have completed your volunteering for the day, please sign out in the office. Contact the secretary of your child's school if you have questions.

## PA PUBLIC SCHOOL CLEARANCE PROCEDURES for VOLUNTEERS

### ACT 34 CRIMINAL RECORD CHECK— \$0.00 for Volunteers


- **Available online:** <https://epatch.state.pa.us/>
- Get started by choosing "Submit a New Record check", then follow the instructions. Results should appear on screen. Print out the "Invoice" with a copy of the State seal and submit to STSD.
- If the response is "Request Under Review or Pending", you must periodically check back with the website until your request is processed. Your results will be mailed to you and may not be printed.
- **Available by paper/mail using form #SP4-164**
- Form available at STSD office or [www.portal.state.pa.us/portal/server.pt/directory/criminal\\_history/3548](http://www.portal.state.pa.us/portal/server.pt/directory/criminal_history/3548)
- For "Name/Requester": use your own name/address
- Check "Individual/Noncriminal justice Agency" – *there is NO FEE FOR VOLUNTEERS*
- For "Reason for Request": choose "VOLUNTEER"

### ACT 151 CHILD ABUSE HISTORY CLEARANCE--\$0.00 for VOLUNTEERS

- **Available online:** <https://www.compass.state.pa.us/cwis/public/home> - there is NO FEE FOR VOLUNTEERS
- Create a Keystone ID, click next
- Provide the required information and click finish. You will immediately receive an email with a temporary password. Go back to <https://www.compass.state.pa.us/cwis/public/home> and click Login
- Access My Clearances and continue
- Login Using your Keystone ID and the password that was emailed to you. You will be prompted to change your password then submit.
- Accept the Terms and Conditions and continue
- Create a clearance application – CAREFULLY read and follow all instructions

- For “Purpose of Clearance”: choose “VOLUNTEER”
- **Available by mail with form #CY113 available at STSD website or** [http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf)
- For “Applicant Identification”: use your own name/address
- For “Purpose of Clearance”: choose “VOLUNTEER”
- Mail form to address provided

### **ACT 114 FBI FEDERAL CRIMINAL HISTORY RECORD—digital fingerprinting**

- Register with Cogent Systems at [www.pa.cogentid.com](http://www.pa.cogentid.com) or by calling 1-888-439-2486 (MON-FRI 8 AM – 6 PM)
- You **MUST** select  (Pennsylvania Dept. of Ed.) on first page or results will not be available to STSD.
- Select “Register On Line”, then follow the remaining instructions.
- The fee is \$27.00, pay with debit/credit card online or by money order at fingerprinting location. □  
Local fingerprinting sites (additional fingerprinting sites available at [www.pa.cogentid.com](http://www.pa.cogentid.com)):
  - ✓ Tioga County Courthouse, MON - FRI, 8:15 AM - 1:45 PM *by appointment only* 570-723-8231
  - ✓ BLAST I.U. #17, Springbrook Drive, Canton, MON – FRI, 8:00 AM—3:30 PM, *no appointment needed*
  - ✓ UPS Store #1927, TJ Maxx Shopping Center, Williamsport, MON–FRI, 9 AM – 5 PM and SAT 11 AM – 2 PM
- Photo ID required at fingerprinting site
- Unanswered questions about the fingerprinting process may be directed to: PA Dept. of Education, School Services Unit at (717) 783-3750 or [RA=-PDE-SchoolService@state.pa.us](mailto:RA=-PDE-SchoolService@state.pa.us)

**OR**

### **VOLUNTEER SWORN AFFIDAVIT (in place of the FBI Fingerprinting only IF you have lived in PA for the past 10 CONSECUTIVE years)**

- [www.southerntioga.org](http://www.southerntioga.org) under Parent Resources/Volunteers
- May also be picked up at the Boyanowski Administration Building, Blossburg

### **Recognizing Child Abuse: MANDATED REPORTER TRAINING CERTIFICATE**

- <https://reportabusepa.pitt.edu>
- Register then follow the instructions for the course. There are a few questions during the course and a short video. The course may take anywhere from 20 minutes to an hour or two. Once completed print the certificate.

### **Questions about applying for clearances may be directed to:**

Sandy Skolny, Executive Asst. to the Superintendent, 570-638-2183 ext 306, [sskolny@southerntioga.org](mailto:sskolny@southerntioga.org)